

Introduction

The how to “Save & Continue and Save & Exit” Quick Reference Guide is designed to provide the minimum steps necessary in understanding when and how to save your work properly during Bid Solicitations in Buy4Michigan.

Steps

Step 1:

The majority of screens while creating Bid solicitations will have a **Save & Continue** and **Save & Exit** button.

- Clicking the Save & Continue button saves your work and stays on the same page.
- Clicking the Save & Exit button saves your work and moves to the next page.

Open Market Bid AGENCY15B0001947 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Item #: Item Type: Normal

Print Sequence*: 1.0 Item Status: 2BI - In Progress

Description*: Stock Item Number:

Need breathalyzer test equipment for 5 prison facilities. One dozen per facility unless otherwise.

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.
5.0	0.00	\$0.00	DOZ	0.0	0.00

NIGP Class: 680 680 - POLICE AND PRISON EQUIPMENT AN...

NIGP Class Item: 24 24 - Breath Alcohol Testing Instrum...

Manufacturer: Brand: Model:

Make: Packaging:

This product was manufactured within the United States and the cost of domestic components exceeds 50% of all components. :

Brand Requirement:

Save & Add New **Save & Exit** Save & Continue Reset Cancel & Exit